

**MEDINA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES  
REGULAR BOARD MEETING MINUTES  
September 26, 2011**

**I. Call to Order**

The Regular Board meeting was called to order by President Mr. Jay Mitzel at 5:00 p.m. Board members present were: Vice President Ms. Boyle, Secretary Ms. Barnes Brown, Mr. Belsole, Mr. Hornberger, Ms. Connors and Mr. Daugherty.

Staff present were: Superintendent Dr. LaForme, Mr. Goebel, Mr. Nefores, Ms. Davis-Kramp, Mr. Yamsek, Mr. Bluebond, Mr. Maier, Dr. Manes, Ms. Hetkey, Ms. Davis, Ms. Esch, Ms. Majoros, Ms. Chapman, Mr. Dryer, Ms. Ocasek, Ms. Rose, Ms. Taylor and Ms. Reed.

Others present were: Ms. Lange and Ms. Matthey.

**II. General Session**

**A. Pledge of Allegiance**

**B. Mission Statement Affirmation**

**C. Approval of Minutes**

Motion was made by Mr. Daugherty, seconded by Ms. Boyle, to approve the Minutes from the Regular Board meeting on July 25, 2011. Ms. Connors and Mr. Mitzel "abstained". All others voted "yes". Motion passed.

**D. Old Business Items**

1. Achievement Areas, 2<sup>nd</sup> Quarter Report

**E. New Business Items**

1. Appropriation Transfer Resolution #21-11

Motion was made by Mr. Hornberger, seconded by Mr. Belsole, to approve Resolution #21-11 to authorize the Appropriation transfer of \$50,000.00 from 3300-7700-0981 Reserve to 3300-7700-0600 Gasoline for the purpose of projected fuel costs through the remainder of the year. Motion passed with a unanimous roll call vote.

2. Appropriation Transfer Resolution #22-11

Motion was made by Mr. Daugherty, seconded by Ms. Barnes Brown, to approve Resolution #22-11 to authorize the Appropriation transfer of \$18,000.00 from 3300-7700-0981 Reserve to 3300-7700-0780 Equipment & Assets over \$100.00 for the purpose of purchasing two (2) copiers (Adult Services and SSA Offices.) Motion passed with a unanimous roll call vote.

3. 2011-2012 Mandatory Notification of School District Resolution #23-11

Motion was made by Ms. Boyle, seconded by Mr. Daugherty, to approve the Resolution #23-11 stating that the MCBDD will continue to provide school age services to children with multiple handicaps, autism, or traumatic brain injuries for the 2011-2012 school years. Motion passed with a unanimous roll call vote.

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4. Delegate and Alternate Delegate for the OACB Assembly Resolution #24-11

Motion was made by Ms. Boyle, seconded by Mr. Daugherty, to approve resolution #24-11 the appointment of a delegate (Dr. LaForme) to attend, vote and give them the authority to use their discretion in representing the Board's best interest at the OACBDD Delegate Assembly to be held November 30, 2011 through December 2, 2011 in Columbus. Motion passed with a unanimous roll call vote.

5. Abolishment/Creation of the following Positions Resolution #25-11

Motion was made by Mr. Daugherty, seconded by Ms. Bluebond, to approve Resolution #25-11 the Abolishment/Creation of the following:

Adult Services respectfully requests the abolishment of:

- (1) full-time permanent Float position
- (1) file clerk position – 20 hours per week

And Creation of:

- (1) full-time Habilitation Assistant position

Motion passed with a unanimous roll call vote.

At this time, Superintendent Dr. LaForme asked that the agenda be amended to move item 6, 2012 Budget/Operating Plan Discussion to after item H. Open Forum.

7. Public Hearing Date for 2012 Budget/Operating Plan

Motion was made by Mr. Daugherty, seconded by Ms. Boyle, to approve the date November 14, 2011 for the 2012 Budget and Operating Plan at 5:00 p.m. Motion passed with a unanimous roll call vote.

8. Approval of the Carpenter Road Property Sale Resolution #26-11

Motion was made by Mr. Daugherty, seconded by Ms. Connors, to approve Resolution 26-11 for the sale of the Carpenter Road Property. Motion passed with a unanimous roll call vote.

9. Creation of Residential Program Planning Director Position Resolution #27-11

Motion was made by Mr. Hornberger, seconded by Ms. Boyle, to approve Resolution #27-11 for the creation of a Residential Program Planning Manager position. Motion passed with a unanimous roll call vote.

10. Excess Property Resolution #28-11

Motion was made by Ms. Barnes Brown, seconded by Ms. Boyle, to approve Resolution #28-11 to declare the items listed in the Board packet as excess property and unusable by the Board. This property will be sold through auction or by other means specified in ORC 307.12 Disposition of Unneeded, Obsolete or Unfit Personal Property. Motion passed with a unanimous roll call vote.

11. Policy Review and Approval

Motion was made by Mr. Daugherty, seconded by Ms. Boyle, to approve the MCBDD Board Policy; Chapter 2 – 2.1 Board and Chapter 3 – 3.5 Administration; 3.5.1; 3.5.2 and 3.5.3 changes. Motion passed with a unanimous roll call vote.

12. 2011-12 Ohio Rehabilitation Services Commission Contract Resolution #29-11

Motion was made by Ms. Barnes Brown, seconded by Mr. Belsole, to approve Resolution #29-11 to enter into a contract with Ohio Rehabilitation Services Commission for the Vocational Rehabilitation Services. The contract will be effective from October 1, 2011 through September 30, 2012 for an amount not to exceed \$313,502.89. Motion was passed with unanimous roll call vote.

13. The IMPACT Group Contract Resolution #30-11

Motion was made by Ms. Boyle, seconded by Mr. Daugherty, to approve Resolution #30-11 allowing the Superintendent to enter into a contract with the IMPACT Group for Marketing and Public Relations Services at the rate of \$75.00 per hour. Motion passed with a unanimous roll call vote.

H. Open Forum (Board Policy 2.5.7 – 2.5.7.2)

1. The Board maintains discretion to hold an Open Forum
2. Five (5) minutes allotted per speaker
3. Forty-five (45) minutes total nine (9) speakers

Speakers: Ms. Lang and Ms. Matthey

Topics: Concerns with continued service in our program, funding options and appreciation for support from MCBDD Educational/Therapy staff members.

6. 2012 Budget/Operating Pan Discussion

Mr. Bluebond, Director of Business, reviewed the 2012 Budget Highlights list included in the budget.

Mr. Bluebond asked the board to review the budget and email or call him with any questions they may have. Mr. Mitzel requested that if a question is not personal, that all board members be included in any emails regarding the budget. Mr. Bluebond also stated that he will meet with board members on an individual basis, if requested.

**F. Reports Review**

1. Superintendent's Report

Dr. LaForme mentioned the following:

- ✓ Concerned about what is happening in Washington.
- ✓ Possible levy in 2012

Ms. Barnes Brown enjoyed the success story, written by Ms. Robin Dickson, Behavior Support Specialist.

2. Financial Report

Jon Bluebond mentioned we are where we expected to be at this point in the year.

3. Voucher Report(s)
4. Personnel Control Report
5. Enrollee Statistics Report

Ms. Barnes Brown asked that the legend at the bottom of the Enrollee Statistics Report be cleaned up relative to SHC.

6. Operating Contracts (Quarterly)
7. Program Data (INU, Education, Therapies and QSRT)
8. Ethics Report

The Ethics Committee met on September 26<sup>th</sup>. There were 230 Conflict of Interest Reports brought to the meeting. Of those reports, 92 were reviewed for possible non-compliance. None were found to be in non-compliance.

Motion was made by Ms. Boyle, seconded by Ms. Connors, to approve the Ethics Report from the September 26, 2011 meeting. Motion passed with a unanimous roll call vote.

#### **G. Public Relations**

Patti mentioned the following:

- ✓ We had 3,000 interactions with people at our agency booth at the Medina County Fair held the week of August 1<sup>st</sup>.
- ✓ We had nine (9) positive publications in local newspapers over the past two months.
- ✓ We hosted our 3<sup>rd</sup> Blood Drive, in partnership with the American Red Cross, and we collected over 100% of our goal. Starting in 2012, our agency will be a regular donation site.
- ✓ October is Disabilities Employment Awareness Month; we will be recognizing several local businesses for their continued employment and support of individuals with developmental disabilities.
- ✓ The agency will host Fall Fest/Open House/Access Fair on Thursday, October 20<sup>th</sup> from 6:30-8:30 p.m.

#### **I. Presentations**

Adult Services Array of Services Presentation by: Ms. Davis-Kramp, Ms. Taylor, Ms. Ocasek, Mr. Dryer and Ms. Majoros. The Adult Services Table of Organization was handed out to the Board. The areas presented within Adult Services were: Community Employment, Competitive

Employment, Community Based Services, Enclaves, STEP, and Hand in Hand Creations. Hand in Hand Creations consists of: Work Center, Prime Products Enterprise, Greenhouse Enterprise and Organic Garden.

#### **III. Executive Session**

There was no Executive Session held.

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**IV. Adjournment**

Motion was made by Mr. Daugherty, seconded by Mr. Belsole, to Adjourn tonight's meeting at 7:01 p.m. Motion passed with a unanimous "aye" vote.

**FOR APPROVAL**

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Mr. Jay Mitzel, President  
Medina County Board of DD

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Ms. Barnes Brown, Secretary  
Medina County Board of DD